

**CARLSBAD REDEVELOPMENT AGENCY
PERMIT APPLICATION**

PLEASE CHECK ALL THAT APPLY:

☐

ADMINISTRATIVE PERMIT

☐

New construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is equal to or less than \$60,000.

☐

Interior or exterior improvements to existing structures which result in an intensity of use.

☐

Provisional land uses, where a minor or major redevelopment permit is not required.

☐

Changes in permitted land uses which result in site changes, increased ADT, increased parking requirements, or result in compatibility issues/problems.

☐

Signs for existing businesses or facilities.

☐

Repair or maintenance activities which are not exempt from obtaining a permit.

☐

COASTAL DEVELOPMENT PERMIT

☐

MAJOR REDEVELOPMENT PERMIT

☐

New construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is greater than \$150,000.

☐

Variances for projects within this category.

☐

MINOR REDEVELOPMENT PERMIT

☐

New construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is greater than \$60,000 but less than \$150,000.

☐

Variances for projects within this category.

☐

Variances for projects which would otherwise be exempt or be eligible for an administrative permit.

☐

MISCELLANEOUS REDEVELOPMENT PERMIT

☐

A-Frame Sign

☐

Sign Permit

☐

Sign Program

☐

Sidewalk Tables/Chairs

☐

Outdoor Displays

☐

Other _____

PROJECT TITLE: _____

Brief description of project: _____

Property Location: _____

APN(s): _____ Street Address _____

Owner's Name _____

Address _____

Telephone Number _____

Applicant's Name _____

Address _____

Telephone Number _____

THE AREA BELOW IS TO BE COMPLETED BY CITY STAFF

FEES FOR APPLICATION PROCESSING:
(List type of fee and amount)

RECEIPT OF APPLICATION

Date Application Received _____

Application Received by _____

Permit Number Assigned _____

CITY OF CARLSBAD
LAND USE REVIEW APPLICATION

1) APPLICATIONS APPLIED FOR: (CHECK BOXES)			
	(FOR DEPARTMENT USE ONLY)		(FOR DEPARTMENT USE ONLY)
<input type="checkbox"/> Administrative Permit - 2nd Dwelling Unit		<input type="checkbox"/> Planned Industrial Permit	
<input type="checkbox"/> Administrative Variance		<input type="checkbox"/> Planning Commission Determination	
<input type="checkbox"/> Coastal Development Permit		<input type="checkbox"/> Precise Development Plan	
<input type="checkbox"/> Conditional Use Permit		<input type="checkbox"/> Redevelopment Permit	
<input type="checkbox"/> Condominium Permit		<input type="checkbox"/> Site Development Plan	
<input type="checkbox"/> Environmental Impact Assessment		<input type="checkbox"/> Special Use Permit	
<input type="checkbox"/> General Plan Amendment		<input type="checkbox"/> Specific Plan	
<input type="checkbox"/> Hillside Development Permit		<input type="checkbox"/> Tentative Parcel Map Obtain from Engineering Department	
<input type="checkbox"/> Local Coastal Plan Amendment		<input type="checkbox"/> Tentative Tract Map	
<input type="checkbox"/> Master Plan		<input type="checkbox"/> Variance	
<input type="checkbox"/> Non-Residential Planned Development		<input type="checkbox"/> Zone Change	
<input type="checkbox"/> Planned Development Permit		<input type="checkbox"/> List other applications not specified	

2) ASSESSOR PARCEL NO(S).: _____

3) PROJECT NAME: _____

4) BRIEF DESCRIPTION OF PROJECT: _____

5) OWNER NAME (Print or Type)	6) APPLICANT NAME (Print or Type)
MAILING ADDRESS	MAILING ADDRESS
CITY AND STATE ZIP TELEPHONE	CITY AND STATE ZIP TELEPHONE
I CERTIFY THAT I AM THE LEGAL OWNER AND THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.	I CERTIFY THAT I AM THE LEGAL REPRESENTATIVE OF THE OWNER AND THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.
<div style="display: flex; justify-content: space-between;"> <div>_____ SIGNATURE</div> <div>_____ DATE</div> </div>	<div style="display: flex; justify-content: space-between;"> <div>_____ SIGNATURE</div> <div>_____ DATE</div> </div>

7) BRIEF LEGAL DESCRIPTION _____

NOTE: A PROPOSED PROJECT REQUIRING MULTIPLE APPLICATIONS BE FILED, MUST BE SUBMITTED PRIOR TO 3:30 P.M.
A PROPOSED PROJECT REQUIRING ONLY ONE APPLICATION BE FILED, MUST BE SUBMITTED PRIOR TO 4:00 P.M.

8) LOCATION OF PROJECT:

		STREET ADDRESS	
ON THE	<input type="text"/>	SIDE OF	<input type="text"/>
	(NORTH, SOUTH, EAST, WEST)		(NAME OF STREET)
BETWEEN	<input type="text"/>	AND	<input type="text"/>
	(NAME OF STREET)		(NAME OF STREET)

9) LOCAL FACILITIES MANAGEMENT ZONE

10) PROPOSED NUMBER OF LOTS	<input type="text"/>	11) NUMBER OF EXISTING RESIDENTIAL UNITS	<input type="text"/>	12) PROPOSED NUMBER OF RESIDENTIAL UNITS	<input type="text"/>
13) TYPE OF SUBDIVISION	<input type="text"/>	14) PROPOSED IND OFFICE/ SQUARE FOOTAGE	<input type="text"/>	15) PROPOSED COMM SQUARE FOOTAGE	<input type="text"/>
16) PERCENTAGE OF PROPOSED PROJECT IN OPEN SPACE	<input type="text"/>	17) PROPOSED INCREASE IN ADT	<input type="text"/>	18) PROPOSED SEWER USAGE IN EDU	<input type="text"/>
19) GROSS SITE ACREAGE	<input type="text"/>	20) EXISTING GENERAL PLAN	<input type="text"/>	21) PROPOSED GENERAL PLAN DESIGNATION	<input type="text"/>
22) EXISTING ZONING	<input type="text"/>	23) PROPOSED ZONING	<input type="text"/>		

24) IN THE PROCESS OF REVIEWING THIS APPLICATION IT MAY BE NECESSARY FOR MEMBERS OF CITY STAFF, PLANNING COMMISSIONERS, DESIGN REVIEW BOARD MEMBERS OR CITY COUNCIL MEMBERS TO INSPECT AND ENTER THE PROPERTY THAT IS THE SUBJECT OF THIS APPLICATION. I/WE CONSENT TO ENTRY FOR THIS PURPOSE

SIGNATURE

FOR CITY USE ONLY

FEE COMPUTATION

APPLICATION TYPE	FEE REQUIRED

TOTAL FEE REQUIRED

DATE FEE PAID

DATE STAMP APPLICATION RECEIVED

RECEIVED BY:

RECEIPT NO.

PROJECT DESCRIPTION/EXPLANATION

PROJECT NAME: _____

APPLICANT NAME: _____

Please describe fully the proposed project by application type. Include any details necessary to adequately explain the scope and/or operation of the proposed project. You may also include any background information and supporting statements regarding the reasons for, or appropriateness of, the application. Use an addendum sheet if necessary.

Description/Explanation:

DISCLOSURE STATEMENT

Applicant's statement or disclosure of certain ownership interests on all applications which will require discretionary action on the part of the City Council or any appointed Board, Commission or Committee.

The following information **MUST** be disclosed at the time of application submittal. Your project cannot be reviewed until this information is completed. Please print.

Note:

Person is defined as "Any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, in this and any other county, city and county, city municipality, district or other political subdivision or any other group or combination acting as a unit."

Agents may sign this document; however, the legal name and entity of the applicant and property owner must be provided below.

1. **APPLICANT** (Not the applicant's agent)

Provide the **COMPLETE, LEGAL** names and addresses of **ALL** persons having a financial interest in the application. If the applicant includes a corporation or partnership, include the names, title, addresses of all individuals owning more than 10% of the shares. IF NO INDIVIDUALS OWN MORE THAN 10% OF THE SHARES, PLEASE INDICATE NON-APPLICABLE (N/A) IN THE SPACE BELOW. If a publicly-owned corporation, include the names, titles, and addresses of the corporate officers. (A separate page may be attached if necessary.)

Person _____	Corp/Part _____
Title _____	Title _____
Address _____	Address _____

2. **OWNER** (Not the owner's agent)

Provide the **COMPLETE, LEGAL** names and addresses of **ALL** persons having any ownership interest in the property involved. Also, provide the nature of the legal ownership (i.e., partnership, tenants in common, non-profit, corporation, etc.). If the ownership includes a corporation or partnership, include the names, title, addresses of all individuals owning more than 10% of the shares. IF NO INDIVIDUALS OWN MORE THAN 10% OF THE SHARES, PLEASE INDICATE NON-APPLICABLE (N/A) IN THE SPACE BELOW. If a publicly-owned corporation, include the names, titles, and addresses of the corporate officers. (A separate page may be attached if necessary.)

Person _____	Corp/Part _____
Title _____	Title _____
Address _____	Address _____

3. **NON-PROFIT ORGANIZATION OR TRUST**

If any person identified pursuant to (1) or (2) above is a nonprofit organization or a trust, list the names and addresses of **ANY** person serving as an officer or director of the non-profit organization or as trustee or beneficiary of the.

Non Profit/Trust_____

Non Profit/Trust_____

Title_____

Title_____

Address_____

Address_____

4. Have you had more than \$250 worth of business transacted with any member of City staff, Boards, Commissions, Committees and/or Council within the past twelve (12) months?

☐

Yes

☐

No

If yes, please indicate person(s):_____

NOTE: Attach additional sheets if necessary.

I certify that all the above information is true and correct to the best of my knowledge.

Signature of owner/date

Signature of applicant/date

Print or type name of owner

Print or type name of applicant

Signature of owner/applicant's agent if applicable/date

Print or type name of owner/applicant's agent

LAND USE REVIEW APPLICATION FORM INSTRUCTIONS TO APPLICANTS

In order to streamline the application process and reduce duplication in filling out application forms, the City has adopted a comprehensive application form to handle multiple application submittals. The following instructions should assist you in preparing the application form for submittal to the City:

1. **Applications applied for:** Check the appropriate boxes for the various application types for which you are applying. Check with counter staff to determine required application types needed to process your specific project.
2. **Assessor Parcel No(s):** Include all assessor parcel numbers included within the project boundary. The counter staff can assist you in determining the appropriate assessor parcel number(s).
3. **Project Name:** Fill in the box with the name of the project, such as “Red Oak Homes” or “Benson Commercial”. If no name is proposed, write the last name of the owner or applicant plus a brief description such as “Jones Condo Conversion” or “Smith Residential Subdivision”.
4. **Brief Description of Project:** Write down a brief description of the project. Be specific but do not include square footage or architectural details. For example: a neighborhood commercial center with two drive-thru restaurants; single family detached residential project; or an industrial/office complex with three industrial/office buildings.
5. **Owner’s Name, Address, Phone Number and Signature:** To be filled in and signed by the owner for all applications. Use the owner’s name as it appears on the title report.
6. **Applicant’s Name, Address, Phone Number and Signature:** To be filled in and signed by the applicant. If owner and applicant are the same you may write same on the space for the name. All correspondence and contact regarding the application will be directed to the applicant.
7. **Brief Legal Description:** Provide a brief legal description of the property such as “Lot 6 of Map No. 8828 Carlsbad Tract 88-3” or “Portion of Lot I of Rancho Agua Hedionda map 1717”. Do not provide bearings and distances. A full legal description will be contained within the title report submitted with the application.
8. **Location of Project:** Fill in the blanks with the street address (if appropriate), direction and street names. For projects located in undeveloped areas not adjacent to streets, use the nearest street from which the project will take access.
9. **Local Facilities Management Zone:** Write the number of the facilities management zone within which your project is located. Ask for counter assistance in determining which facility zone your project is located. It is important to know which facility zone includes your project. Each facility zone must have an adopted local facilities management plan before applications can be accepted by the City. Additionally, the adopted facility plan for your zone may contain significant public facility requirements which must be met before your project may be accepted as complete or before construction permits are issued.
10. **Proposed Number of Lots:** For tentative tract maps and minor subdivisions only. Write down the number of lots which are proposed to be created. Include remainder parcels, open space and private street lots.
11. **Number of Existing Residential Units:** Write down the number of existing dwelling or apartment units currently existing on the project site.
12. **Proposed Number of Residential Units:** Required for residential projects. Write down the total number of proposed dwelling or apartment units to be included in the project. Include existing units which are included within the project boundary.

13. **Type of Subdivisions:** For tentative tract and parcel maps only. Write down the type or types of uses included within the subdivision. For example: residential or commercial/industrial.
14. **Proposed Industrial/Office Square Footage:** For all projects which propose the creation of new industrial buildings. Write in the proposed gross square footage to be applied for industrial/office use.
15. **Proposed Commercial Square Footage:** For all projects which propose the creation of new commercial buildings. Write in the proposed gross square footage to be applied to commercial use.
16. **Open Space:** Percentage of proposed project open space.
17. **Proposed Increase in Average Daily Traffic (ADT):** Write down the projected increase in traffic generation which will result as a consequence of approval of your proposed project. Use the traffic generation rates as determined by the latest San Diego Association of Government Traffic Generation Rate Guide (attached).
18. **Proposed Sewer Usage in Equivalent Dwelling Units:** One equivalent dwelling unit (EDU) is the average of sewer generated by one house or dwelling. One EDU is equivalent to 220 gallons per day of sewer usage. Use the attached EDU chart to determine the sewer usage for your project. Ask for assistance at the counter if you are unsure how to determine your usage.

For industrial projects use the following assumptions:

- a. Undeveloped industrial assumes 30% building coverage.
 - b. Improved lot industrial assumes 40% building coverage.
 - c. For shell or unknown industrial building usage assumes 1 EDU for each 1,800 square foot.
19. **Gross Site Acreage:** Write down the total acreage of the property over which your proposed project is situated. Not necessary for Zone Code Amendments or Variances.
 20. **Existing General Plan Designation:** Write down the general plan designation(s) for the property covered by your proposed project. Ask for counter assistance if you do not know your general plan designation.
 21. **Proposed General Plan Designation:** Required only if your project involves a request for a general plan amendment. If so, write in the proposed general plan designation for the property.
 22. **Existing Zoning:** Write down the existing plan designation for your proposed project property. Ask counter staff for assistance if you do not know your zone designation.
 23. **Proposed Zoning:** Required only if your project involves a request for a zone change. If so, write in the proposed zone designation(s).
 24. **Consent to Allow Entrance onto the Property:** Signature granting members of City staff, Planning Commissioners, Design Review Board Members or City Council members permission to inspect and enter the property.

Application Submittal Requirements: Attached with the application form are the various submittal requirements for each application type listed on the face of the application. Follow any instructions contained within the submittal requirements and submit the information and materials required for each of the applications for which you are applying.

IMPORTANT: Check all submittals to be sure all the required information and materials have been submitted with your application. Incomplete submittals will not be processed or schedule for review by staff, the Commission or Council. You will be notified in writing within 30 days of submittal whether or not your application is complete.

A proposed project requiring multiple applications be filed must be submitted prior to 3:30 p.m. A proposed project requiring only one application be filed must be submitted prior to 4:00 p.m.

Fire Department/Water District Consultation: Prior to submittal of an application for development in the City, you are encouraged to consult with the Fire Department and the appropriate water district in order to design your project in compliance with their requirements. Failure to consult with either agency could result in unnecessary delays, redesign or project denial. The purpose of the notice is to get projects to “design in” water and fire requirements in advance.

Applicant Disclosure Form: All applications require submittal of an applicant disclosure form. Follow the instructions provided on the form and the attached information sheet.

Circulation Impact Analysis: All applications which propose an increase in the traffic generation rate of 500 vehicles or more, over existing traffic generation for the site, must submit a Circulation Impact Analysis. This analysis will be used to determine compliance of your project with Growth Management Facility Standards. The analysis is not to be considered in lieu of project related traffic studies which may be required by staff to analyze specific project related on and off site traffic issues.

Hillside Development Permit: A Hillside Development Permit is required for all projects with a slope of 15% or more and an elevation differential greater than fifteen (15) feet. Check with City staff if you are uncertain whether or not your proposed project site requires a Hillside Development Permit. If required, follow the instructions provided on the application form.

Environmental Impact Assessment Form: All applications for development require submittal of an Environmental Impact Assessment Form. Larger projects or projects in environmentally sensitive areas may require more detailed Environmental Impact Reports. Follow the instruction provided with the application form.

Coastal Development Permit: Applicants shall consult Community Development staff to determine whether a Coastal Permit is required for their proposal.

Digital Submittals: Applicants shall submit digital files with the application at initial submittal and at approval of tentative tract map, in accordance with Engineering Standards.



CITY OF CARLSBAD
APPLICATION REQUIREMENTS FOR:

COASTAL DEVELOPMENT PERMITS (NON-SINGLE FAMILY REGULAR ONLY; INCLUDING AMENDMENTS)
CONDITIONAL USE PERMITS (INCLUDING AMENDMENTS AND EXTENSIONS)

CONDOMINIUM PERMITS

MASTER PLANS (INCLUDING AMENDMENTS)

PLANNED DEVELOPMENT PERMITS (RESIDENTIAL AND NON-RESIDENTIAL)

PLANNED INDUSTRIAL PERMITS

PLANNING COMMISSION DETERMINATIONS

PRECISE DEVELOPMENT PLANS

REDEVELOPMENT PERMITS (MAJOR, MINOR AND AMENDMENTS) (A COASTAL DEVELOPMENT PERMIT SUPPLEMENTAL APPLICATION MAY ALSO BE NEEDED)

SITE DEVELOPMENT PLANS (INCLUDING REVISIONS)

SPECIAL USE PERMITS (INCLUDING AMENDMENTS AND FLOODPLAIN SUPs)

SPECIFIC PLANS (INCLUDING AMENDMENTS)

STRUCTURE RELOCATION PERMITS

TENTATIVE TRACT MAPS (RESIDENTIAL AND NON-RESIDENTIAL PLANNED DEVELOPMENT PERMITS, AND REVISIONS)

A proposed project requiring that multiple applications be filed must be submitted prior to 3:30 p.m. A proposed project requiring that only one application be filed must be submitted prior to 4:00 p.m.

All joint application exhibits, i.e. Tentative Map and Planned Development Site Plan should be prepared at the same scale. (Use a scale no smaller than 1" = 40'.)

The following materials shall be submitted for each application or for combined applications on a single project.

I. REQUIRED PLANS (All required plans shall be collated into complete sets, stapled together, then folded to 9" x 12" with lower right hand corner of plan visible.)

A. SITE PLAN – Five (5) copies on 24" x 36" sheet(s). Ten (10) copies of the site plan shall be submitted by the applicant upon request of the project planner prior to approval of the project. Each site plan shall contain the following information:

1. GENERAL INFORMATION

- ☐ a. Name and address of owner whose property is proposed to be developed and the name, address, and phone number of the developer.
- ☐ b. Name, address, and phone number of registered civil engineer, licensed surveyor, landscape architect or land planner who prepared the maps/plans.
- ☐ c. North arrow and scale.
- ☐ d. Vicinity map showing major cross streets.
- ☐ e. Date of preparation/revisions.
- ☐ f. Project Name and application types submitted.
- ☐ g. Tentative Map number in upper right hand corner (City to provide number at time of application).
- ☐ h. All facilities labeled as "existing" or "proposed."
- ☐ i. A summary table of the following:
 - ☐ (1) Street address and assessor's parcel number.
 - ☐ (2) Site acreage.
 - ☐ (3) Existing Zone, and General Plan Land Use Designation.
 - ☐ (4) Existing and Proposed land use.
 - ☐ (5) Classification of lots as to intended residential, commercial, industrial or other uses.

- ☐ (6) Number of units to be constructed when a condominium or community apartment project is involved.
- ☐ (7) Total number of lots proposed.
- ☐ (8) Proposed density in dwelling units per acre.
- ☐ (9) Total building coverage.
 - ☐ (10) Building square footage.
 - ☐ (11) Percent of site to be landscaped.
 - ☐ (12) Number of parking spaces required/provided.
 - ☐ (13) Square Footage of required employee eating areas. Square footage provided (interior and exterior eating area, if applicable).
 - ☐ (14) Square Footage of open or recreational space (if applicable), for each unit and total common open space for the project.
 - ☐ (15) Area of the site which is undevelopable per Zoning Ordinance Section 21.53.230 (include the acreage in each category). If not applicable, state on the plans.
 - ☐ (16) Cubic footage of storage space (if applicable). Show location.
 - ☐ (17) Average Daily Traffic generated by the project, broken down by separate uses.
 - ☐ (18) Name of sewer, water and school district providing service to the project.

2. SITE INFORMATION

a. GENERAL

- ☐ (1) Approximate location of existing and proposed building and permanent structures onsite and within 100 feet of site.
- ☐ (2) Location of all major vegetation, showing size and type, both within the project and offsite for a distance of 150 feet. Existing onsite trees; those to be removed and those to be saved.
- ☐ (3) Location of railroads.
- ☐ (4) Legal description of the exterior boundaries of the subdivision (approximate bearings, distances and curve data).
- ☐ (5) Lot lines and approximate dimensions and number of each lot.
- ☐ (6) Lot area for each proposed lot.
- ☐ (7) Setback dimensions for the required front, rear and side yard setbacks for all structures.
- ☐ (8) Distance between buildings and/or structures.
- ☐ (9) Indicate top and bottom elevations for all fences, walls, and retaining walls. Show these elevations at each end of the wall and in the middle. Also show the worst condition elevation.
- ☐ (10) Indicate on site plan improvements and amenities for the interior and/or exterior employee eating areas, i.e. benches, tables, trash cans, etc.
- ☐ (11) Show site details for all recreation lots or areas (when applicable).
- ☐ (12) Location and dimensions of all accessways and pathways as required for compliance with Title 24 – State Accessibility Requirements.

b. GRADING AND DRAINAGE

- ☐ (1) Approximate contours at 1' intervals for slopes less than 5%; 2' intervals for slopes between 5% and 10%; and 5' intervals for slopes over 10% (both existing and proposed). Existing and proposed topographic contours within a 100-foot perimeter of the boundaries of the site. Extend contours sufficiently out from the site to adequately show the adjacent floodplain (if applicable).
- ☐ (2) Earthwork volumes: cut, fill, import and export.
 - ☐ (3) Spot elevations at the corners of each pad.
- ☐ (4) Method of draining each lot. Include a typical cross section taken parallel to the frontage for lots with less than standard frontage.

☐ (5) Location, width and/or size of all watercourses and drainage facilities within and adjacent to the proposed subdivision; show location and approximate size of any proposed detention/retention basins.

☐ (6) Clearly show and label the 100 year flood line for the before and after conditions for any project which is within or adjacent to a FEMA flood plain.

☐ (7) Show all Best Management Practices (BMPs) to be used to reduce storm water discharge during the "use" or existing development phase.

☐ (8) Indicate proposed elevation in relation to sea level of the lowest floor (including basement) of all structures. [For Floodplain Special Use Permit (SUP)]

☐ (9) In Fema Zone AO or VO show elevation of highest adjacent grade and proposed elevation of lowest floor of all structures. [For Floodplain Special Use Permit (SUP)]

☐ (10) Show proposed elevation in relation to mean sea level to which any structure will be floodproofed. [For Floodplain Special Use Permit (SUP)]

c. STREETS AND UTILITIES

☐ (1) The location, width and proposed name of all streets within and adjacent to the proposed project. Show street grades and centerline radii. Provide separate profile for all streets with grades in excess of 7%. Streets should be in conformance with City Standards and Engineering Department Policies.

☐ (2) Name, location and width of existing adjacent streets and alleys. Include medians and adjacent driveway locations.

☐ (3) Typical street cross sections for all streets within and adjacent to the project.

☐ (4) Width, location and use of all existing and/or proposed public or private easements.

☐ (5) Public and private streets and utilities clearly identified.

☐ (6) Show distance between all intersections and medium and high use driveways.

☐ (7) Clearly show parking stall and aisle dimensions and truck turning radii for all parking areas.

☐ (8) Show access points to adjacent undeveloped lands.

☐ (9) Show all existing and proposed street lights and utilities (sewer, water, major gas and fuel lines, major electric and telephone facilities) within and adjacent to the project.

☐ (10) Show all existing and proposed fire hydrants associated with the project, and all existing, off-site fire hydrants within 300 feet of the project boundary. Fire hydrants on commercial, industrial and multi-family residential sites should be installed at 300 foot intervals. Fire hydrants serving single-family residential projects should be installed at no more than 500-foot intervals. When possible, fire hydrants should be installed at street intersections on developed side of street if single loaded. Avoid cul-de-sac installations. For installation requirements on public roadways, contact the Carlsbad Fire Department at (760) 602-4666.

d. WATER FACILITIES

☐ (1) Show average and peak potable water demand in gallons per minute (gpm).

☐ (2) Provide fire flow demand in gallons per minute (gpm); calculate using table attached to Land Use Review Application.

☐ (3) Provide a map or diagram showing existing and proposed on-site and off-site water pipelines, pressure reducing stations, fire hydrants, reservoirs and pumping stations. (These facilities must be shown within the public right-of-way or within easements to be granted to the District or the City.)

☐ (4) Show a looped potable water distribution pipeline (when more than 19 homes are proposed).

☐ (5) Show a public fire flow system (constructed as a looped pipeline system for all industrial or commercial development).

☐ (6) Show a private fire sprinkler system, if required or proposed; state on exhibit.

☐ (7) Provide a water phasing plan, if proposed.

NOTE: San Diego County Water Authority capacity charge will be collected at issuance of application for any meter installation.

e. RECYCLED WATER FACILITIES

- ☐ (1) Colored recycled water use area map (all areas proposed to be irrigated with recycled water must be clearly indicated on the map in color).
- ☐ (2) Peak irrigation or industrial water demand in gallons per minute (gpm).
- ☐ (3) Existing and proposed recycled water pipelines, pressure reducing stations, reservoirs and pumping stations. (These facilities must be shown within the public right-of-way or within easements to be granted to the District or the City.)

f. SEWER FACILITIES

- ☐ (1) Average sewer generation in million gallons per day (mgd).
- ☐ (2) Existing and proposed sewer pipelines, and sewage lift stations. These facilities must be shown within the public right-of-way or within easements to be granted to the District or the City.
- ☐ (3) Indicate sewer facility phasing, if proposed.

NOTE: No sewer lift stations or sewer siphons may be proposed unless otherwise agreed to in writing by the appropriate District Engineer.

B. LANDSCAPE PLAN – Five (5) copies prepared on 24" x 36" sheet(s) at the same scale as the project plans. Ten (10) copies of the plans shall be submitted by the applicant upon request of the project planner prior to project approval. The preliminary landscape plan shall contain the following information:

1. GENERAL INFORMATION

- ☐ a. Landscape zones per the City of Carlsbad Landscape Manual.
- ☐ b. Typical plant species, quantity of each species and their size for each planting zone in a legend. (Use symbols).
- ☐ c. An estimate of the yearly amount of irrigation (supplemental) water required to maintain each zone.
 - ☐ d. Landscape maintenance responsibility (private or common) for all areas.
 - ☐ e. Percent of site used for landscaping.
- ☐ f. Water Conservation Plan.
- ☐ g. All applicable Fire Suppression Zones, as required by the City's Landscape Manual, are minimums. Additional requirements may apply.

C. BUILDING ELEVATIONS AND FLOOR PLANS – Five (5) copies prepared on 24" x 36" sheet(s). Ten (10) copies of the plans shall be submitted by the applicant upon request of the project planner prior to the project approval. Each building elevation and floor plan shall include the following information:

1. GENERAL INFORMATION

- ☐ a. Floor plans with square footage included.
- ☐ b. All elevations of existing and proposed buildings, including signs and exterior lights.
- ☐ c. Location and size of storage areas.
- ☐ d. Include a scale on all floor plans and building elevations.
 - ☐ e. Indicate the height on all building elevations.
 - ☐ f. Indicate on all building elevations, compliance with Carlsbad Height Ordinance 21.04.065.
 - ☐ g. Indicate ceiling height or the height of the underside of the roof in any building areas intended for storage uses.

- ☐h. Indicate the Uniform Building Code occupancy classifications of all building areas.
- ☐i. Indicate type of construction per Uniform Building Code.
- ☐j. Disclose any building uses that will result in the presence of Acutely Hazardous Materials, Compressed Flammable Gases in excess of 1,500 pounds, Flammable Liquids in excess of 10,000 gallons, Hazardous Materials in excess of 500 pounds or 55 gallons, or compressed gas in excess of 200 cubic feet.
- ☐k. Provide documentation demonstrating compliance with City Council Policy 44 – Neighborhood Architectural Design Guidelines (if applicable).
- ☐l. ROOF PLAN: One (1) copy (plan view). Show roof design to include ridges, hips, slope direction, etc. Show location of roof appurtenances, mechanical equipment and screening. Show all roof top equipment, appurtenances, stairways or other access provisions, including those required by the applicable building, plumbing, electrical and mechanical codes. All roof mounted equipment shall be installed in accordance with Building Department Policy 80-6.

D. CONSTRAINTS MAP - One (1) 24" x 36" sheet **folded** to 9" x 12" shall include the following information: **(NOTE: This information is not required for previously graded sites and the conversion of existing structures.)** If the constraint does not apply to the property, list it on the map as not applicable. Constraint map should be the same scale as other exhibits, i.e. Site Plan, etc.

1. GENERAL INFORMATION

- ☐a. Major ridge lines.
- ☐b. Distant views.
- ☐c. Internal views.
- ☐d. Riparian or woodlands.
- ☐e. Intermittent drainage course.
- ☐f. 25 - 40% slopes.
- ☐g. Greater than 40% slopes.
- ☐h. Major rock outcroppings.
- ☐i. Easements.
- ☐j. Floodplains.
- ☐k. Archaeological sites. (Do not identify location. List in map legend if present.)
- ☐l. Special Planning Areas - Type of special planning area.
- ☐m. Biological Habitats. Indicate the location of all vegetation communities existing on the project site. (Use Modified Holland System as described in the Multiple Habitat Conservation Plan.)
- ☐n. Beaches.
- ☐o. Permanent bodies of water.
- ☐p. Wetlands.
- ☐q. Land subject to major power transmission easements.
- ☐r. Railroad track beds.

E. COLORED SITE PLAN AND ELEVATION PLAN – Not required with first submittal. It is the Applicant's responsibility to bring one (1) copy of a colored site plan and one (1) set of colored elevations to the Planning Department **by 12:00 noon, eight (8) days prior to the Planning Commission meeting. Do not mount exhibits.**

II. REQUIRED DOCUMENTS AND SUBMITTAL ITEMS

- ☐A. Completed Land Use Review Application Form.
- ☐B. Coastal Development Permit Supplemental Application (if applicable).

- ☐C. Environmental Impact Assessment Form (Fee not required with initial submittal. Fee to be determined after review of project and environmental impact assessment form.) Required for tentative parcel maps only where a significant grading is proposed. Check with Planning staff to determine if required for your application.
- ☐D. Disclosure Statement. (Not required for tentative parcel maps.)
- ☐E. Two (2) copies of the Preliminary Title Report (current within the last six (6) months).
- ☐F. Proof of availability of sewer if located in the Leucadia Waste Water District or the Vallecitos Water District.
- ☐G. Statement of agreement to waive tentative parcel map time limits. Required only when project (tentative parcel map) requires concurrent processing of planning application or environmental review.
- ☐H. All projects must evaluate their potential impacts on the regional transportation system, including the costs of mitigating the associated impacts, as required by the SANDAG Congestion Management Program (CMP).

For projects with an average daily traffic (ADT) generation rate greater than 500 vehicles per day or 200 or more peak-hour vehicle trips.

Submit two (2) copies of a Circulation Impact Analysis for the project. The analysis must be prepared by a Registered Traffic Engineer or Registered Civil Engineer. The analysis must show project impacts to all intersections and road segments identified as impacted within the included Local Facilities Management Plan or as otherwise determined in discussions with staff. The following minimum information should be included with the study:

1. 8 ½" x 11" or 8 ½" x 14" plats showing zone impacted roads, background and project AM and PM peak hour impacts and traffic distribution.
2. Project traffic generation rates and traffic assignment.
3. Necessary calculations and/or analysis to determine intersection and road segment levels of service.
4. Any proposed mitigation requirements to maintain the public facility standards.
5. On Collector streets and above, an analysis of the need for a traffic signal will be required.

"Large" projects: Any project which, upon its completion will be expected to generate either an equivalent of 2,400 or more average daily vehicle trips or 200 or more peak-hour vehicle trips, including large projects that may have already been reviewed under CEQA but require additional local discretionary actions, is defined as a "large project" under the SANDAG Congestion Management Program (CMP) and will be subject to enhanced CEQA review as specified in the CMP.

Depending upon the complexity of the project, the City of Carlsbad reserves the right to require a traffic study on any project.

- ☐I. Two copies of preliminary soils/geologic report for all projects with cut or fill depths exceeding 5 feet.
- ☐J. For all condominium conversions, a signed statement by the owner stating Section 66427.1 of the State Map Act will be complied with.
- ☐K. For all condominium conversions, a letter from San Diego Gas and Electric stating that plans to convert the gas and electric system to separate systems have been submitted and are acceptable.
- ☐L. For all condominium conversions, one (1) copy of a compliance inspection performed by the Building Department. (Separate fee required.)
- ☐M. Preliminary Hydrology map and calculations for lots exceeding one acre. Show before and after discharges to each included drainage basin. If a preliminary Storm Water Management Plan (SWMP) is required, the Hydrology map and calculations may be incorporated into the preliminary SWMP.

- ☐N. A preliminary Storm Water Management Plan (SWMP) shall be provided, if the project is defined as a "Priority Development Project" pursuant to Section F1.b.(2)(a) of California Regional Water Quality Control Board, San Diego Region, Order No. 2001-01. At a minimum, the SWMP shall identify:
1. Hydrologic Unit the project contributes to.
 2. Impaired water bodies in the basin and pollutants impacting the water body.
 3. Drainage characteristics of the project site.
 4. Anticipated pollutants-of-concern "prior" to development.
 5. Anticipated pollutants-of-concern "after" development.
 6. Types of source control BMP measures to be implemented to avoid pollutant contact with storm water.
 7. Types of treatment control BMP measures to be implemented. Provide manufacturer specification sheets or detail sheets of the device.
 8. Hydrologic/Hydraulic calculations to verify "flow-based" or "volume-based" methods are met to verify treatment control devices are adequate per Order 2001-01.
9. Include a topographic exhibit demonstrating the project and treatment control device locations.
- ☐O. Completed "Project Description/Explanation" sheet.
- ☐P. Signed "Notice of Time Limits on Discretionary Applications."
- ☐Q. Noise study consistent with City of Carlsbad Noise Guidelines Manual.
- ☐R. Biological resource, cultural resource, and/or other environmental studies that are necessary to make an environmental determination (i.e. EIR, Negative Declaration or Exemption).
- ☐S. Signed "Hazardous Waste and Substance Statement" form.
- ☐T. Provide color board(s) (no larger than 9" x 12"), showing building materials and color samples of glass, reveals, aggregate, wood, etc.
- ☐U. Photographs of the property from the north, south, east and west.
- ☐V. Digital copy of Tentative Map along with required number of hard copy maps.
- ☐W. Fees: See Fee Schedule for amount.
- ☐X. Early Public Notice Package.

III. SPECIFIC PROJECT REQUIREMENTS

☐A. **For Master Plans and Specific Plans Only:**

1. It is strongly recommended the applicant meet with staff before submitting text and maps for a master plan or specific plan.
2. Please refer to the Zoning Ordinance, Chapter 21.38.060, for the required contents of a Master Plan.

☐B. **For Density Bonus Projects:**

1. A letter signed by the present owner stating what specific incentives are being requested from the City. For any development standards modification or other additional incentive requested, the applicant shall submit a project pro-forma to demonstrate that the standards modification or other requested incentive is necessary to make the project economically feasible.
2. A detailed vicinity map showing the project location and such details as the location of the nearest commercial retail, transit stop, potential employment locations, park or recreation facilities or other social or community service facilities.
3. For condominium conversion requests, a report documenting the following information for each unit proposed to be converted: the monthly income of tenants of each unit throughout the prior year, the monthly rent for each unit throughout the prior year and vacancy information for each unit throughout the prior year.
4. Identify the number and location of lower income dwelling units.

☐C. **For Senior Citizen Housing Projects:**

1. A letter signed by the present owner stating what specific incentives are being requested from the City. For any development standards modification or other additional incentive requested, the applicant shall submit a project pro-forma to demonstrate that the standards modification or other requested incentive is necessary to make the project economically feasible.
2. A detailed vicinity map showing the project location and such details as the nearest market, transit stop, park or recreation area, medical facilities or other related uses or services likely to be patronized by senior citizens.
3. Five (5) copies of floor plans for each different type of unit indicating a typically furnished apartment, with dimensions of doorways, hallways, closets and cabinets.
4. Five (5) copies of floor plans showing any common areas and accommodations.
5. Identify the number and location of lower income inclusionary dwelling units.
6. A plan for monitoring age restrictions for all units and income restrictions for designated inclusionary units.

☐D. **In-fill Residential Projects:**

Infill Residential Projects with two or more dwelling units that: (1) require a discretionary permit (i.e. Non-Single Family Regular CDP, Redevelopment Permit or Site Development Plan) and (2) are bordered on a minimum of two sides (property lines) by existing single family residential development shall be required to:

1. Post project notices on the project site pursuant to Planning Department Administrative Policy No. 37.
2. Submit project photo-simulation exhibits to the Planning Department upon determination that the project application is complete. The photo simulation exhibits should be scaled representations of the project, as viewed from adjacent streets and adjacent developed single-family residential properties.

☐E. **Wireless Communication Facilities:**

Carlsbad Municipal Code Section 21.42.010(2)(J) allows accessory public and quasi-public buildings and facilities, which include Wireless Communication Facilities (WCF), in all zones with the approval of a conditional use permit (CUP). All proposed WCFs should follow the City's guidelines (see City Council Policy No. 64) in the review of conditional use permits for new wireless facilities as well as extensions and amendments to CUPs for existing installations. This policy applies to all commercial providers of wireless communication services. It does not apply to amateur (HAM) radio antennas and dish and other antennas installed on a residence for an individual's private use.

☐F. **Flood Plain Special Use Permits:**

1. Two (2) sets of the hydrology and hydraulic calculations. Include HEC-1 and HEC-2 computer printouts with appropriate annotations to clarify readouts.
2. Two (2) copies of all required certifications listed in Section 21.110.150(4) of the Municipal Code signed and sealed by a registered Civil Engineer or other appropriately licensed professional.

☐G. **Commercial/Visitor-Serving Overlay Zone:**

1. Prior to filing an application for a Conditional Use Permit for a Commercial/Visitor-Serving use within the Overlay zone, the applicant shall make a Preliminary Review (Pre-filing) submittal.
2. Projects within the Commercial/Visitor-Serving Overlay Zone shall submit a proposed sign program as part of this application. The program shall be provided as separate exhibits and should include the following information: proposed sign location, dimensions, area, materials, sign copy and colors.

NOTE: WHEN THE APPLICATION IS TENTATIVELY SCHEDULED TO BE HEARD BY THE DECISION MAKING BODY, THE PROJECT PLANNER WILL CONTACT THE APPLICANT AND ADVISE HIM TO SUBMIT THE PUBLIC HEARING NOTICE PACKAGE INCLUDING THE **RADIUS MAP, TWO SETS OF THE PROPERTY OWNERS LIST AND LABELS.** THE APPLICANT SHALL BE REQUIRED TO SIGN A STATEMENT CERTIFYING THAT THE INFORMATION PROVIDED REPRESENTS THE LATEST EQUALIZED ASSESSMENT ROLLS FROM THE SAN DIEGO COUNTY ASSESSOR'S OFFICE. THE PROJECT WILL NOT GO FORWARD UNTIL THIS INFORMATION IS RECEIVED.

◆ **SUPPLEMENTAL APPLICATION FORM FOR ALL COASTAL DEVELOPMENT PERMITS**

◆ **APPLICATION CHECKLIST FOR SINGLE FAMILY REGULAR & MINOR COASTAL DEVELOPMENT PERMITS**

(Application checklist for Non-Single Family Regular Coastal Development Permits covered under separate handout)

This supplemental application is to be filed for any development requiring a Coastal Development Permit issued by the City of Carlsbad.

I. GENERAL BACKGROUND

A. Estimated Cost of Development:

Development costing \$60,000 or more does not qualify as a Minor Coastal Development Permit. The Planning Director shall make the final determination regarding a project's cost of development.

The primary basis for determining cost of development will be the application of dollar costs per square foot for different types of residential construction. These costs are set by the International Conference of Building Officials (ICBO) and are applied throughout San Diego County.

Please complete the following information to assist in the determination of this project's cost of development (*Contractor proposals may also be submitted for consideration by the Planning Director*).

⇒ **New Residential Square Footage:**
_____ square feet x \$78.00/sq. ft. = \$_____

⇒ **Residential Addition Square Footage:**
_____ square feet x \$94.00/sq. ft. = \$_____

⇒ **Any Garage Square Footage:**
_____ square feet x \$22.00/sq. ft. = \$_____

⇒ **Residential Conversion Square Footage:**
_____ square feet x \$26.00/sq. ft. = \$_____

⇒ For Non-Residential Uses, use the following figures for calculations: Retail/Store @ \$38.00/sq. ft.; Restaurant @ \$69.00/sq. ft.; Office @ \$55.00/sq. ft.; Manufacturing/Warehouse @ \$24.00/sq. ft.:
_____ square feet x \$_____/sq. ft. = \$_____

COST OF DEVELOPMENT ESTIMATE: \$_____

B. Do you wish to apply for:

1. A Minor Coastal Development Permit (Under \$60,000) _____
 2. A Regular Coastal Development Permit (\$60,000 or more) _____
- C. Street address of proposed development

- D. Assessor's Parcel Number of proposed development

- E. Development Description:
Briefly describe project: _____

- F. Describe the present land uses (i.e. Vacant land, single family homes, apartments, offices, etc.) that surround the proposed development to the:
North: _____
South: _____
East: _____
West: _____
- G. Is project located within a 100 year flood plain? ☐ Yes ☐ No

II. PRESENT USE OF PROPERTY

- A. Are there existing structures on the property? ☐ Yes ☐ No
If yes, please describe.

- B. Will any existing structure be removed/demolished? ☐ Yes ☐ No
If yes to either question, describe the extent of the demolition or removal, including the relocation site, if applicable (also show on plans).

III. LOT COVERAGE

- A. Existing and Proposed

	<u>Existing</u>	<u>New Proposed</u>	<u>Total</u>
Building Coverage	_____sq. ft.	_____sq. ft.	_____sq. ft.
Landscaped Area	_____sq. ft.	_____sq. ft.	_____sq. ft.
Hardscape Area	_____sq. ft.	_____sq. ft.	_____sq. ft.
Unimproved Area (Left Natural)	_____sq. ft.	_____sq. ft.	_____sq. ft.

- B. Parking: Number of existing spaces _____
- Number of new spaces proposed _____
- Existing/Proposed TOTAL: _____
- Number of total spaces required _____
- Number of covered spaces _____
- Number of uncovered spaces _____
- Number of standard spaces _____
- Number of compact spaces _____
- Is tandem parking existing? ☐ Yes #____ ☐ No
- Is tandem parking proposed? ☐ Yes #____ ☐ No

- C. Grade Alteration:
- Is any grading proposed? ☐ Yes ☐ No

If yes, please complete the following:

1. Amount of cut _____ cu. yds.
2. Amount of fill _____ cu. yds.
3. Maximum height of fill slope _____ feet
4. Maximum height of cut slope _____ feet
5. Amount of import or export _____ cu. yds.
6. Location of borrow or disposal site _____

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IV. ENVIRONMENTAL REVIEW

Submit Environmental Impact Assessment (EIA) Part I with Regular Coastal Development Permits; check with Planning Staff regarding Minor Coastal Development Permits and Single Family Regular Coastal Development Permits for any environmental review requirements.

V. GENERAL APPLICATION REQUIREMENTS

(For Single Family Regular and Minor Coastal Development Permits; Regular Coastal Development Permits covered under separate handout)

- A. Site Plan: Four (4) copies for a Minor Coastal Development Permit, four (4) copies for a Single Family Regular Coastal Development Permit prepared on a 24" x 36 sheet(s) **folded** to 8½" x 11". The site plan shall include the following information:
1. General
 - a. Name and address of applicant, engineer and/or architect, etc.
 - b. Location, size and use of all easements.
 - c. Dimensions and locations of: access, both pedestrian and vehicular, showing service areas and points on ingress and egress, off-street parking and loading areas showing location, number and typical dimension of spaces, and wheel stops.
 - d. Distance between building and/or structures.
 - e. Building setbacks (front, rear and sides).
 - f. Location, height and materials of walls and fences.
 - g. Dimensions/location of signs.
 - h. A summary table indicating the following information (if applicable to the application):
 - (1) Site acreage
 - (2) Existing zone and land use
 - (3) Proposed land use
 - (4) Total building coverage
 - (5) Building square footage
 - (6) Percent landscaping
 - (7) Number of parking spaces
 - (8) Square footage of open/recreational space (if applicable)
 - (9) Cubic footage of storage space (if applicable)
 - i. Show all applicable Fire Suppression Zones as required by the City's Landscape Manual.
 - B. Building elevations (all sides of all buildings) and floor plans: Four (4) copies for a Minor Coastal Development Permit and four (4) copies for a Single Family Regular Coastal Development Permit, prepared on 24" x 36" sheets **folded** to 8½" x 11" size. The building and floor plans shall include the following:
 1. Location and size of storage areas (if applicable)
 2. All buildings, structure, walls and/or fences, signs and exterior lights.
 3. Existing and proposed construction.
- C. Grading and Drainage: Grading and drainage plans must be included with this application. In certain areas, an engineering geology report must also be included. Please consult the City Planning and Engineering Department representative for a determination on any grading plan geotechnical requirements if the project is in an overlay zone. The following information shall be submitted at a minimum:
1. Approximate contours at 1' intervals for slopes less than 5%; 2' intervals for slopes between 5% and 10%; and 5' intervals for slopes over 10% (both existing and proposed). Existing and proposed topographic contours within 100' perimeter of the boundaries of the site. Existing onsite trees; those to be removed and those to be saved.
 2. Earthwork volumes; cut, fill, import and export.
 3. Spot elevations at the corners of each pad.

4. Method of draining each lot. Include a typical cross section taken parallel to the frontage for lots with less than standard frontage.
 5. Location, width and/or size of all watercourses and drainage facilities within and adjacent to the proposed subdivision. Show location and approximate size of any proposed detention/retention basins.
 6. Clearly show and label 100 year flood line for the before and after conditions for any project which is within or adjacent to a FEMA flood plain.
- D. Reduced site plan: One (1) copy of 8½” x 11”. (Not required for Single Family Residence).
- E. Location Map: One (1) copy of 8½” x 11” (suggested scale 200” - vicinity maps on the site plan are not acceptable).
- F. Colored Site Plan and Elevation Plan: (Not required with the first submittal) It is the Applicant’s responsibility to bring one (1) copy of a colored site plan and one (1) copy of a colored elevation to the Planning Department by 12:00 noon, eight (8) days prior to the Planning Commission meeting. Do not mount exhibits.

VI. REQUIRED DOCUMENTS

- A. Land Use Review Application Form
- B. Completed Coastal Development Supplemental Application Form
- C. Disclosure Statement
- D. Completed “Project Description/Explanation” Sheet
- E. Title Report (required for sites in Coastal Commission Appeal Area and for single family residential)

VII. OTHER REQUIREMENTS

A. Property Owners List and Address Labels

NOTE: When the application is tentatively scheduled to be heard by the decision making body, the project planner will contact the applicant and advise him to submit the **radius map, two (2) sets of the property owners list and labels**. The applicant shall be required to sign a statement certifying that the information provided represents the latest equalized assessment rolls from the San Diego County Assessor's Office. The project will **NOT** go forward until this information is received.

1. A typewritten list of the names and addresses of all property owners within a 600' radius of subject property (including the applicant and/or owner). The list shall include the San Diego County Assessor's parcel number from the latest assessment rolls.
2. Two (2) separate sets of mailing labels of the property owners within a 600' radius of the subject property. The list **must** be typed in all CAPITAL LETTERS, left justified, void of punctuation. For any address other than single family residence, an apartment, suite or building number must be included **on a separate line**. **DO NOT** include it on the street address line. **DO NOT TYPE ASSESSOR'S PARCEL NUMBER ON LABELS. DO NOT** provide addressed envelopes - **PROVIDE LABELS ONLY**. Acceptable fonts are: Swiss 721, Enterprise TM or Courier NEW (TT) no larger than 11 pt. Sample labels are as follows:

UNACCEPTABLE

Mrs. Jane Smith
123 Magnolia Ave., Apt #3
Carlsbad, CA 92008

UNACCEPTABLE

Mrs. Jane Smith
123 Magnolia Ave.
Apt. #3
Carlsbad, CA 92008

ACCEPTABLE

MRS JANE SMITH
APT 3
123 MAGNOLIA AVE
CARLSBAD CA 92008

3. **600' Radius Map:** A map to scale not less than 1"=200' showing each lot within 600' of exterior boundaries of the subject property. Each of these lots shall be consecutively numbered and correspond with the property owners list. The scale of the map may be reduced to a scale acceptable to the Planning Director if the required scale is impractical.
4. **100' Radius Occupants/Address List and Labels (for coastal zone/CDPs only):** One (1) list of the occupants/addresses located within a 100' radius of the project site; and two (2) sets of labels (as described in "A" above) of the addresses within a 100' radius.

B. Fees and Deposit for Publication of Notices: See Fee Schedule for amount.

VIII. SPECIFIC APPLICATION REQUIREMENTS

(May apply to single family, regular and minor coastal development permits)

Coastal Overlay Zones require additional information to be submitted as follows: (refer to the Municipal Code for a full description):

A. Coastal Agriculture Overlay Zone

1. Refer to the Carlsbad Municipal Code Section 21.202.060 for specific requirements.

B. Coastal Resource Protection Overlay Zone

1. Slope analysis/mapping for 25% and greater subject to Section 21.203.040 of the Carlsbad Municipal Code.
2. Topographic and vegetation mapping/analysis subject to Subsection 21.203.040(B)(1) of the Carlsbad Municipal Code, if project is located along the first row of lots bordering Buena Vista Lagoon including the Lagoon mouth.

3. Topographic, drainage and wetland mapping subject to Subsections 21.203.040(B)(2)(a) and (b) of the Carlsbad Municipal Code if located east of Interstate 5 in the Batiquitos Lagoon watershed.
4. Drainage study subject to Subsection 21.203.040(B)(3) of the Carlsbad Municipal Code if project is located west of existing Paseo del Norte, west of Interstate 5 or along El Camino Real immediately upstream of existing storm drains.
5. Geologic report addressing landslides and slope stability subject to Subsection 21.203.040(B)(4) of the Carlsbad Municipal Code.
6. Geologic report addressing land slides and seismic hazards subject to Subsection 21.203.040(C) and (D) of the Carlsbad Municipal Code.

C. Coastal Shoreline Development Overlay Zone

1. Geotechnical report subject to 21.204.110 if project is located adjacent to an existing seabluff edge between the sea and the first public road parallel to the sea; also may be required by Planning Director if deemed necessary consistent with Section 21.204.110 of the Carlsbad Municipal Code.
2. Show all structures and decks on adjacent north and south properties to perform “stringline” test subject to Subsection 21.204.050(B) of the Carlsbad Municipal Code.
3. Unless otherwise submitted project in this zone must also be submitted with plans showing:
 - a. Boundaries and topography
 - b. Existing and proposed structures
 - c. Circulation
 - d. Drainage
 - e. Finished topography
 - f. Landscaping

D. Coastal Resource Overlay Zone Mello I LCP Segment

1. Erosion, sedimentation and drainage report subject to Section 21.205.060 of the Carlsbad Municipal Code if project is located in the Batiquitos Lagoon watershed.

IX. REQUIRED COASTAL PERMIT FINDINGS

Approval of a regular or minor coastal development permit is based on the ability to make three coastal related findings. These three findings are presented below for your review and information.

1. That the proposed development is in conformance with the Certified Local Coastal Program and all applicable policies.
2. That the development is in conformity with the public access and public recreation policies of Chapter 3 of the Coastal Act.
3. That the development conforms with any applicable decision pertinent to this proposal and/or site as set by the Coastal Commission on a previously related appeals decision per Public Resources Code §30604(c).

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

Consultation Of Lists of Sites Related To Hazardous Wastes
(Certification of Compliance with Government Code Section 65962.5)

Pursuant to State of California Government Code Section 65962.5, I have consulted the Hazardous Waste and Substances Sites List compiled by the California Environmental Protection Agency and hereby certify that (check one):

- ☐ The development project and any alternatives proposed in this application **are not** contained on the lists compiled pursuant to Section 65962.5 of the State Government Code.
- ☐ The development project and any alternatives proposed in this application **are** contained on the lists compiled pursuant to Section 65962.5 of the State Government Code.

APPLICANT

Name: _____

Address: _____

Phone Number: _____

Address of Site: _____

Local Agency (City and County): _____

Assessor's book, page, and parcel number: _____

Specify list(s): _____

Regulatory Identification Number: _____

Date of List: _____

PROPERTY OWNER

Name: _____

Address: _____

Phone Number: _____

Applicant Signature/Date

Property Owner Signature/Date

Admin/WebPage/Applications

The Hazardous Waste and Substances Sites List (Cortese List) is used by the State, local agencies and developers to comply with the California Environmental Quality Act requirements in providing information about the location of hazardous materials release sites.

Per the California Environmental Protection Agency's website, "While Government Code Section 65962.5 [referred to as the Cortese List] makes reference to the preparation of a "list," many changes have occurred related to web-based information access since [the amended statute's effective date in] 1992 and this information is now largely available on the Internet sites of the responsible organizations. Those requesting a copy of the Cortese "list" are now referred directly to the appropriate information resources contained on the Internet web sites of the boards or departments that are referenced in the statute."

Below is a list of agencies that maintain information regarding hazardous waste and substances sites.

Department of Toxic Substances Control

www.calepa.ca.gov/sitecleanup/CorteseList/default.htm

www.calepa.ca.gov/database/calsites

www.envirostor.dtsc.ca.gov/public

EnviroStor Help Desk (916) 323-3400

State Water Resources Control Board

geotracker.waterboards.ca.gov

County of San Diego

Department of Environmental Health Services

www.co.san-deigo.ca.us/deh

Hazardous Materials Division

www.sdcounty.ca.gov/deh/hazmat/hazmat_permits.html

Mailing Address:

County of San Diego Department of Environmental Health
P.O. Box 129261
San Diego, CA 92112-9261

Call Duty Specialist for technical questions at (619) 338-2231, fax (619) 338-2377

Environmental Protection Agency

National Priorities Sites ("Superfund" or "CERCLIS")

www.epa.gov/superfund/sites/cursites

(800) 424-9346 or (702) 284-8214

National Priorities List Sites in the United States

www.epa.gov/superfund/sites/npl/npl.htm

INSTRUCTION SHEET FOR FILLING OUT

ENVIRONMENTAL INFORMATION FORM

This Environmental Information Form will be used to assist staff in determining what type of environmental documentation (i.e., Environmental Impact Report, Mitigated Negative Declaration, Negative Declaration or Exemption) will be required to be prepared for your application, per the California Environmental Quality Act (CEQA) and Title 19 of Carlsbad's Municipal Code. The clarity and accuracy of the information you provide is critical for purposes of quickly determining the specific environmental effects of your project.

Any environmental studies (i.e., biological, cultural resource, traffic, noise) that are necessary to substantiate a "no impact" or "yes impact" determination should be submitted as an attachment to this Environmental Information Form. This is especially important when a Negative Declaration is being sought. The more information provided in this form, the easier and quicker it will be for staff to complete the Environmental Impact Assessment Form – Initial Study.

ENVIRONMENTAL INFORMATION FORM

(To be Completed by Applicant)

Date Filed: _____ (To be completed by City)

Application Number(s): _____

General Information

1. Name of project: _____

2. Name of developer or project sponsor: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

3. Name of person to be contacted concerning this project: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

4. Address of Project: _____

Assessor's Parcel Number: _____

5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

6. Existing General Plan Land Use Designation: _____

7. Existing zoning district: _____

8. Existing land use(s): _____

9. Proposed use of site (Project for which this form is filed): _____

Project Description

10. Site size: _____

11. Proposed Building square footage: _____

12. Number of floors of construction: _____

13. Amount of off-street parking provided: _____

14. Associated projects: _____

15. If residential, include the number of units and schedule of unit sizes: _____

16. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities: _____

17. If industrial, indicate type, estimated employment per shift, and loading facilities: _____

18. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project: _____

19. If the project involves a variance, conditional use or rezoning applications, state this and indicate clearly why the application is required: _____

Are the following items applicable to the project or its effects? Discuss all items checked yes (attach additional sheets as necessary).

- | | | Yes | No |
|-----|--|--------------------------|--------------------------|
| 20. | Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours. | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Change in scenic views or vistas from existing residential areas or public lands or roads. | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | Change in pattern, scale or character of general area of project. | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. | Significant amounts of solid waste or litter. | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. | Change in dust, ash, smoke, fumes or odors in vicinity. | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. | Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. | Substantial change in existing noise or vibration levels in the vicinity. | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. | Site on filled land or on slope of 10 percent or more. | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. | Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives. | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. | Substantial change in demand for municipal services (police, fire, water, sewage, etc.). | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | Yes | No |
|-----|---|--------------------------|--------------------------|
| 30. | Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.). | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. | Relationship to a larger project or series of projects. | <input type="checkbox"/> | <input type="checkbox"/> |

Environmental Setting

Attach sheets that include a response to the following questions:

32. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.
33. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or polaroid photos will be accepted.

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date: _____

Signature: _____

For: _____